




STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
March 2005
OPEN COMPETITIVE
CAREER SERVICE EXAMINATIONS

CLASS TITLE	CLASS CODE	HOURLY RANGE	MONTHLY RANGE	ANNUAL RANGE
Aircraft Lead Pilot (A,J)	91353	\$22.28 - \$35.71	\$3621 - \$5803	\$43,452 - \$69,636
Aircraft Pilot (A,J)	91352	\$18.87 - \$29.96	\$3066 - \$4869	\$36,792 - \$58,428
Community Services Assistant (A,M)	06110	\$ 8.47 - \$13.72	\$1377 - \$2229	\$16,524 - \$26,748
Cook 1 (A,M)	42231	\$ 7.75 - \$12.67	\$1260 - \$2059	\$15,120 - \$24,708
Geographic Information Systems Technician 1 (B)	93471	900	900	900
Geographic Information Systems Technician 2 (B)	93472	900	900	900
Geographic Information Systems Technician Manager 1 (B)	93475	900	900	900
Geographic Information Systems Technician Manager 2 (B)	93476	900	900	900
Geographic Information Systems Technician Supervisor 1 (B)	93473	900	900	900
Geographic Information Systems Technician Supervisor 2 (B)	93474	900	900	900
Mail Clerk (A,M)	02641	\$ 8.10 - \$13.19	\$1316 - \$2143	\$15,792 - \$25,716
Printing Order Clerk (A,M)	02591	\$ 8.87 - \$14.29	\$1441 - \$2322	\$17,292 - \$27,864
Room Clerk (A,L,M)	02515	\$ 8.10 - \$13.19	\$1316 - \$2143	\$15,792 - \$25,716
Security Guard 1 (A,M)	45331	\$ 9.67 - \$15.48	\$1572 - \$2516	\$18,864 - \$30,192
Stores Clerk (A,M)	07840	\$ 8.10 - \$13.19	\$1316 - \$2143	\$15,792 - \$25,716
Warehouse Worker (A,M)	62920	\$ 7.42 - \$12.18	\$1205 - \$1979	\$14,460 - \$23,748
Welcome Center Assistant (A,M)	06181	\$ 8.47 - \$13.72	\$1377 - \$2229	\$16,524 - \$26,748
Youth Service Worker 1 (D)	44266	--	--	--
Youth Service Worker 2 (D)	44267	--	--	--
Youth Service Worker Supervisor 1 (D)	44268	--	--	--
Youth Service Worker Supervisor 2 (D)	44269	--	--	--

LEGEND

- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective March 11, 2005.
- B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective March 11, 2005.
- C - Register was ABOLISHED and REESTABLISHED effective.
- D - Job classification will be ABOLISHED effective March 11, 2005.
- E - Job classification will have a TITLE CHANGE effective.
- F - Job classification will have a change in SALARY effective.
- G - Job classification will be converting from EXECUTIVE SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- H - Job classification will have a change of Probationary Period from 6 months to 1 year.
- I - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective March 11, 2005.
- K - Job classification will be converting from CAREER SERVICE to both EXECUTIVE SERVICE and CAREER SERVICE effective.
- L - Job classification will be converting from both EXECUTIVE SERVICE and CAREER SERVICE to CAREER SERVICE effective March 11, 2005.
- M - Job classification changed examination method from Competitive to Non-Competitive.

Tennessee Department of Personnel, Authorization #319177, November, 2004. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

AIRCRAFT LEAD PILOT

SUMMARY: Under general supervision, is responsible for aircraft lead pilot duties of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead class in the Aircraft Pilot sub-series. An employee in this class acts as the pilot in command of single and multi-engine aircraft, leads other pilots, and performs additional administrative duties. This class differs from Aircraft Pilot in that an incumbent of the latter is not a lead pilot and does not perform administrative work. This class differs from that of Aircraft Chief Pilot in that the incumbent of the latter performs supervisory work. The incumbent in this class is "on call" and is required to work irregular hours.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to 2,000 hours of fixed wing pilot time including, at least, 1,000 hours in multi-engine aircraft.

Necessary Special Qualifications: Licensed as FAA commercial pilot “with an airline transport certificate.” Must possess current instrument, single and multi-engine ratings. Physical Condition: Applicants must successfully pass and maintain a Class 2 physical examination every 12 months as prescribed by the FAA.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

AIRCRAFT PILOT

SUMMARY: Under general supervision, is responsible for aircraft pilot duties of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class acts as the pilot in command of single and multi-engine aircraft. This class differs from Aircraft Lead Pilot in that an incumbent of the latter functions as a lead pilot and performs additional administrative duties. Incumbents in this class are "on call" and are required to work irregular hours.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to 1,000 hours of fixed wing pilot time including, at least, 350 hours in multi-engine aircraft.

Note: A transcript is required for a proper evaluation of this class.

Necessary Special Qualifications: Licensed as an FAA commercial pilot. Must have current instrument, single and multi-engine ratings. Physical Condition: Applicants must successfully pass and maintain a Class 2 physical examination every 12 months as prescribed by the F.A.A.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

COMMUNITY SERVICES ASSISTANT

SUMMARY: Under immediate supervision, performs sub-professional community service work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class serves as an assistant to professional social workers by transporting and caring for clients. This class differs from that of Social Counselor in that an incumbent of the latter is responsible for professional social work.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school; qualifying full-time law enforcement, security, or related experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: (1) a valid motor vehicle operator license is required; (2) applicants must be willing to be fingerprinted and must have their fingerprints on file with their agency (TCA 71-3-533); (3) applicants must authorize release of any investigative and criminal records obtained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation to their agency (TCA 38-6-114; TCA 71-3-533); (4) applicants must have a good moral character, as determined by investigation.

EXAMINATION METHOD: Non-Competitive Selection for Career Service positions.

COOK 1

SUMMARY: Under immediate supervision, performs a variety of volume cooking duties of routine difficulty; and performs related work as required

DISTINGUISHING FEATURES: This is the entry working class in the Cook sub series. An employee in this class performs a variety of volume cooking duties on an assigned shift in an institution or restaurant. This class differs from that of Cook 2 in that an incumbent of the latter is responsible for leading Cooks 1 and other kitchen workers.

MINIMUM QUALIFICATIONS

Education and Experience: Experience equivalent to one year of fulltime volume food service work which included preparation of food.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Non-Competitive Selection for Career Service positions.

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN 1

SUMMARY: Under immediate supervision, is responsible for Geographic Information Systems (GIS) mapping work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the Geographic Information Systems sub-series. An employee in this class learns to input spatial data into digitized databases and uses GIS software to create maps. This class differs from Geographic Information Systems Technician 2 in that an incumbent of the latter performs at the working level.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Successful completion of at least two years of coursework (i.e., 90 quarter hours) from an accredited college or university, including at least nine quarter hours in computer science or geographic coursework.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of two years: 1) any geographical measurement work including, but not limited to computer aided drafting design, software applications development for Geographic Information Systems, or the creation of maps or related reports using Geographic Information Systems software or hardware, or 2) any information systems work including, but not limited to computer programming, database administration, or information systems analysis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year (i.e., 45 quarter hours) of the required education, including the nine quarter hours of computer science and geographic coursework).

OR

Education and Experience: Education equivalent to a graduation from a standard high school and experience equivalent to two years in one or a combination of the following: 1) any geographical measurement work or 2) any information systems work.

Necessary Special Qualifications: None.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN 2

SUMMARY: Under general supervision, is responsible for Geographic Information Systems (GIS) mapping work and/or Global Positioning Satellite (GPS) data processing work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the Geographic Information Systems Technician sub-series. An employee in this class inputs geospatial data into digitized databases and uses GIS software to create maps. This class differs from Geographic Information Systems Technician 1 in that incumbents of the latter perform entry level GIS mapping duties under immediate supervision. This class differs from Geographic Information Systems Supervisor 1 in that an incumbent of the latter functions as a first level supervisor.

MINIMUM QUALIFICATIONS

Education and Experience: Successful completion of at least two years of coursework (i.e., 90 quarter hours) from an accredited college or university and experience equivalent to one year in one or a combination of the following: 1) the creation of maps or reports using Geographic Information Systems software or hardware, or 2) software applications development for Geographic Information Systems.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of two years: 1) any geographical measurement work including, but not limited to computer aided drafting design, software applications development for Geographic Information Systems, or the creation of maps or related reports using Geographic Information Systems software or hardware, or 2) any information systems work including, but not limited to computer programming, database administration, or information systems analysis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year (i.e., 45 quarter hours) of the required education).

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including at least twenty-seven quarter hours in CADD; civil engineering; community planning; database administration; geography; information systems analysis, and/or surveying and mapping sciences.

OR

Education and Experience: Education equivalent to a graduation from a standard high school and experience equivalent to three years in one or a combination of the following: 1) any geographical measurement work or 2) any information systems work. One year of the above listed experience must include the creation of maps or reports using Geographic Information Systems software or hardware, or software applications development for Geographic Information Systems.

OR

One year of experience as a Geographic Information Systems Technician or Geographic Information Systems Analyst with the State of Tennessee.

Necessary Special Qualifications: None.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN MANAGER 1

SUMMARY: Under general supervision, is responsible for Geographic Information Systems (GIS) mapping managerial work and/or Global Positioning Satellite (GPS) collected data processing managerial work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class either manages a large staff of GIS Technicians and mapping staff or manages all GIS technical operations for an agency with a small to moderate size GIS Technical staff. This class differs from Geographic Information Systems Technician Supervisor 2 in that an incumbent of the latter supervises a moderate size group of Geographic Information Systems Technicians and mapping staff. This class differs from Geographic Information Systems Technician Manager 2 in that an incumbent of the latter manages all GIS technical operations for an agency with a large GIS technical staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to three years in one or a combination of the following: 1) the creation of maps or related reports using Geographic Information Systems software and hardware, or 2) software applications development for Geographic Information Systems.

OR

Education and Experience: Successful completion of at least two years of coursework (i.e., 90 quarter hours) from an accredited college or university and experience equivalent to four years in one or a combination of the following: 1) the creation of maps or reports using Geographic Information Systems software or hardware, or 2) software applications development for Geographic Information Systems.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of two years: 1) any geographical measurement work including, but not limited to computer aided drafting design, software applications development for Geographic Information Systems, or the creation of maps or related reports using Geographic Information Systems software or hardware, or 2) any information systems work including, but not limited to computer programming, database administration, or information systems analysis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year (i.e., 45 quarter hours of the required education).

OR

Four years of experience as a Geographic Information Systems Technician or Geographic Information Systems Analyst with the State of Tennessee.

Necessary Special Qualifications: None.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN MANAGER 2

SUMMARY: Under direction, is responsible for Geographic Information Systems (GIS) mapping managerial work and/or Global Positioning Satellite (GPS) data processing work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest class in the Geographic Information Technician series. An employee in this class manages all GIS technical operations for an agency with a large GIS technical staff. This class differs from Geographic Information Systems Technician Manager 1 in that an incumbent of the latter either manages a large group of Geographic Information Systems Technicians and other mapping staff or manages all GIS technical operations for an agency with a small to moderate size GIS technical staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years in one or a combination of the following: 1) the creation of maps or related reports using Geographic Information Systems software and hardware, or 2) software applications development for Geographic Information Systems.

OR

Education and Experience: Successful completion of at least two years of coursework (i.e., 90 quarter hours) from an accredited college or university and experience equivalent to five years in one or a combination of the following: 1) the creation of maps or reports using Geographic Information Systems software or hardware, or 2) software applications development for Geographic Information Systems.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of two years: 1) any geographical measurement work including, but not limited to computer aided drafting design, software applications development for Geographic Information Systems, or the creation of maps or related reports using Geographic Information Systems software or hardware, or 2) any information systems work including, but not limited to computer programming, database administration, or information systems analysis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year (i.e., 45 quarter hours of the required education).

OR

Five years of experience as a Geographic Information Systems Technician or Geographic Information Systems Analyst with the State of Tennessee.

Necessary Special Qualifications: None.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

GRAPHIC INFORMATION SYSTEMS TECHNICIAN SUPERVISOR 1

SUMMARY: Under general supervision is responsible for Geographic Information Systems (GIS) mapping work and/or Global Positioning Satellite (GPS) collected data processing work of considerable difficulty and supervisory work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first supervisory class in the Geographic Information Systems Technician sub-series. An employee in this class supervises a small group of subordinate GIS Technicians and mapping staff. This class differs from Geographic Information Systems Technician 2 in that an incumbent of the latter performs at the working level. This class differs from Geographic Information Systems Technician Supervisor 2 in that an incumbent of the latter supervises a moderate size group of Geographic Information Systems Technicians and mapping staff.

MINIMUM QUALIFICATIONS

Education and Experience: Successful completion of at least two years of coursework (i.e., 90 quarter hours) from an accredited college or university and experience equivalent to two years in one or a combination of the following: 1) the creation of maps or reports using Geographic Information Systems software or hardware, or 2) software applications development for Geographic Information Systems.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of two years: 1) any geographical measurement work including, but not limited to computer aided drafting design, software applications development for Geographic Information Systems, or the creation of maps or related reports using Geographic Information Systems software or hardware, or 2) any information systems work including, but not limited to computer programming, database administration, or information systems analysis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year (i.e., 45 quarter hours) of the required education).

OR

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree including at least twenty-seven quarter hours in CADD; civil engineering; community planning; database administration; geography; information systems analysis, and/or surveying and mapping sciences, and experience equivalent to one year in one or a combination of the following: 1) the creation of maps or reports using Geographic Information Systems software or hardware, or 2) software applications development for Geographic Information Systems.

OR

Education and Experience: Education equivalent to a graduation from a standard high school and experience equivalent to four years in one or a combination of the following: 1) any geographical measurement work or 2) any information systems work. Two years of the above listed experience must include the creation of maps or reports using Geographic Information Systems software or hardware, or software applications development for Geographic Information Systems.

OR

Two years of experience as a Geographic Information Systems Technician or Geographic Information Systems Analyst with the State of Tennessee.

Necessary Special Qualifications: None.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN SUPERVISOR 2

SUMMARY: Under general supervision, is responsible for Geographic Information Systems (GIS) mapping work and/or Global Positioning Satellite (GPS) data processing work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class supervises a moderate size staff of GIS Technicians and other mapping staff. This class differs from Geographic Information Systems Technician Supervisor 1 in that an incumbent of the latter functions as a first level supervisor. This class differs from Geographic Information Technician Manager 1 in that an incumbent of the latter either manages a large group of Geographical Information Systems Technicians and other mapping staff or manages all GIS technical operations for an agency with a small to moderate size GIS technical staff.

MINIMUM QUALIFICATIONS

Education and Experience: Successful completion of at least two years of coursework (i.e., 90 quarter hours) from an accredited college or university and experience equivalent to three years in one or a combination of the following: 1) the creation of maps or reports using Geographic Information Systems software or hardware, or 2) software applications development for Geographic Information Systems.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of two years: 1) any geographical measurement work including, but not limited to computer aided drafting design, software applications development for Geographic Information Systems, or the creation of maps or related reports using Geographic Information Systems software or hardware, or 2) any information systems work including, but not limited to computer programming, database administration, or information systems analysis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year (i.e., 45 quarter hours) of the required education).

OR

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to two years of in one or a combination of the following: 1) the creation of maps or reports using Geographic Information Systems software or hardware, or 2) software applications development for Geographic Information Systems.

OR

Education and Experience: Education equivalent to a graduation from a standard high school and experience equivalent to five years in one or a combination of the following: 1) any geographical measurement work or 2) any information systems work. Three years of the above listed experience must include the creation of maps or reports using Geographic Information Systems software or hardware, or software applications development for Geographic Information Systems.

OR

Three years of experience as a Geographic Information Systems Technician or Geographic Information Systems Analyst with the State of Tennessee.

Necessary Special Qualifications: None.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

MAIL CLERK

SUMMARY: Under general supervision, performs mail clerical duties of routine difficulty and performs related work as required.

DISTINGUISHING FEATURES: This is the entry/working level class in the mail sub series. An employee in this class is responsible for hand and machine processing of mail. This class differs from Mail Technician 1 in that an incumbent of the latter is also responsible for training staff on proper mail processing procedures including the operation of mail processing machines.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of mail processing, administrative support, delivery, or production work (i.e., setting up, operating, or tending machines or hand production work).

Substitution of Experience for Education: Qualifying experience in mail processing, administrative support, delivery, or production work may substitute for the required education on a year for year basis.

Necessary Special Qualifications: A valid motor vehicle operator license may be required.

EXAMINATION METHOD: Non-Competitive Selection for Career Service positions.

PRINTING ORDER CLERK

SUMMARY: Under general supervision, is responsible for printing order clerical work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class writes printing and binding orders for the largest of print shops, providing each printing and binding section with instructions for a particular job. This class differs from that of Printing Order Clerk Supervisor in that an incumbent of the latter supervises incumbents of this class and other employees.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of fulltime printing clerical work; qualifying full-time experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Non-Competitive Selection for Career Service

ROOM CLERK

SUMMARY: Under immediate supervision, performs general public relations and clerical work of routine difficulty; and performs related duties as required.

DISTINGUISHING FEATURES: An employee of this class is responsible for greeting guests, assisting guests in obtaining accommodations, acting as an information agent, and performing routine clerical duties.

1. Registers guests by obtaining names, addresses, phone numbers, make and model of automobiles, license plate numbers, and other related guest information.
2. Takes reservations by telephone or in person, making sure accommodations are available on requested date, and keeps records of rooms available.
3. Provides park information to guests such as schedules for park programs, facilities available and costs, park recreational activities, historic or cultural significance of the park, and other related information.
4. Tallies receipts and guest charges, makes change, and operates a cash register.
5. Operates a switchboard and two-way radio.
6. May provide first aid treatment as necessary.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school; qualifying full-time clerical or public contact work may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Non-Competitive Selection for Career Service positions.

SECURITY GUARD 1

SUMMARY: Under general supervision, is responsible for institutional and related security work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the security guard sub-series. An employee in this class may be assigned to work any shift in providing a full range of institutional and other security, such as protection of food stamps and other valuables, or public buildings. This class differs from that of Security Guard 2 in that an incumbent of the latter is responsible for acting as lead security guard on an assigned shift.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school; qualifying full-time law enforcement, security or related experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Non-Competitive Selection for Career Service positions.

STORES CLERK

SUMMARY: Under general supervision, is responsible for stores clerical and related work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry class in the stores sub series. This class differs from lower level laboring and warehousing classes found in stores and warehouses in that those classes emphasize manual labor to a greater extent and have lesser responsibility for operation of storehouses. Lower level clerical class incumbents may also aspire to this class through assisting in routine stores clerical, or in procurement operations. This class differs from that of Storekeeper 1 in that an incumbent of the latter has responsibility for a moderate-sized storehouse with substantial square footage, or a substantial number of stock items, or assists a storekeeper in his responsibilities, or is responsible for the specialty area of receiving, inventory and shipping in a moderate-sized to largest of storehouses.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school.

Substitution of Experience for Education: Qualifying experience in stores or warehousing may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: A valid motor vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Non-Competitive Selection for Career Service positions.

WAREHOUSE WORKER

SUMMARY: Under general supervision, performs unskilled and semiskilled warehouse work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs routine warehouse work including loading and unloading trucks, stocking warehouse, cleaning the warehouse, and semi-skilled warehousing work such as palletizing and operating a fork lift and other equipment. This class differs from that of Stores Clerk in that an incumbent of the latter is responsible for receiving items, keeping inventories, and may be in charge of a small storehouse or assist in the direction of a warehouse.

MINIMUM QUALIFICATIONS

Education and Experience: Experience equivalent to one year of fulltime warehousing work.

Necessary Special Qualifications: A valid vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Non-Competitive Selection for Career Service positions.

WELCOME CENTER ASSISTANT

SUMMARY: Under immediate supervision, performs welcome center public contact work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the Welcome Center sub-series. An employee in this class performs varied duties in the operation of welcome centers and provides informational services to tourists. This class differs from that of Welcome Center Manager in that an incumbent of the latter is responsible for supervising the operation of a welcome center and subordinate center staff.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of full-time public contact work; qualifying full-time experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Non-Competitive Selection for Career Service positions.